



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT
DEPARTMENT OF LIBRARY AND ARCHIVES
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE NUMBER I

Date Approved 6-13-80
by Commission

Schedule for:

DEPARTMENT OF TOURISM

State Agency

Unit

APPROVALS
FOR STATE AGENCY

1. Thomas M. Koon
Agency Head and Title Commissioner
2. Susan C. Preston
Agency Records Officer
3. Harward G. Goodpastor
Division of Archives and Records Management
State Archivist and Records Administrator
4. Barbara W. Williams
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND
THE DISPOSITION AS SHOWN

Danell Hobhart
Records Analyst

Long B. Fenton
Assistant State Records Administrator

Jeffrey Michael Duff
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Brubaker
Auditor Public Accounts

6-11-80
Approval Date

Attorney General

Approval Date

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: June 01, 1980

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Travel, Department of

| Series | Records Title | | Contents | Retention | | |
|---------------|--|-------------------------|--|---|-----------------|------------------|
| | and Description | Function and Use | | Disposition Instruction | | |
| 4 | Files of the Cooperative Travel Advertising Program | | Correspondence with Matching Funds Regional Committees, Copies of Contracts, Copies of Brochures Approved by Committees for Reimbursement | Agency: 5 Destroy | Records Center: | Archives Center: |
| 8 | Personnel Cards | | | Agency: P Transfer to personnel records upon termination of employment | Records Center: | Archives Center: |
| 16 | Master Position Listing and Summary from Department of Personnel | | | Agency: I Destroy when no longer useful | Records Center: | Archives Center: |
| 17 | OSHA Records | | | Agency: 5 Destroy | Records Center: | Archives Center: |
| 27 | Notice of Potential Benefit Changes | | Funding Levels for Manpower Activities, Planning Schedule, Kentucky Plan, Cooperative Area Manpower Program System Issuance, Kentucky Manpower Council, Manpower Development and Training Act, Region IV Work Plan | Agency: 3 Destroy after audit | Records Center: | Archives Center: |
| 28 | Employers Notice of Initial Claim | | Goals and Objectives, Staff Reports, Special Projects, Former State Agencies, Councils and Commissions, Reorganization | Agency: 3 Destroy after audit | Records Center: | Archives Center: |

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| | | | | Disposition Instruction | | |
| 29 | Employer Notice of Reopened Claim | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 30 | Notice of Potential Benefit Changes | Form VI - 412-D; used when changes are based on wages transferred from KY to another state | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 31 | Statement of Changes to Employer Reserve | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 32 | Statement of Changes to Employer Reserve Under Interstate Combined Wage Plan | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 33 | Notice of Adjusted Determination | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 34 | Determination of Benefit Charges | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 35 | Request for Wage Information | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 36 | Automatic Annual Increment Listing | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |

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| | | | | Disposition Instruction | | |
| 37 | CETA Monthly Program Report | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 38 | CETA Contracts and Amendments | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 39 | CETA Job Enrollment Form | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 40 | CETA Contract Release File | | Contractor's Release and Contractor's Invoice | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 41 | Summary of Full Quarter Billings and Adjustment of State Life Insurance Policy | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 45 | Travel Regulation | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy when obsolete | | |
| 46 | Vehicle Registration Record (Department owned) | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy three (3) years after disposition of vehicle and audit | | |
| 48 | Telephone Charges | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy when no longer useful | | |

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| | | | | Disposition Instruction | | |
| 69 | Budget Allocation | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 70 | Cash Transmittal Letters | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 71 | Account Ledger Sheet - Monthly | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 75 | Supply Inventory Form | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 76 | Supply Order Form | | May be Punched Cards; Machine - Punched Cards; Prepunched Utility or Processor Program Cards; and Job Stream Card Decks | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 77 | Notice of Inventory Change | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 79 | Property Control Ledger | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |
| 80 | Record of Vehicle Maintenance Costs | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy after audit | | |

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| | | | | Disposition Instruction | | |
| 82 | Quarterly Letter of Credit Report (Duplicate - Original to HEW) | | | Agency: 2 | Records Center: | Archives Center: |
| | | | | Destroy | | |
| 86 | Library Card Catalog and Periodical File | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Revise as necessary and destroy obsolete material when no longer needed | | |
| 87 | Supporting Materials for Publications | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy one (1) year from date of publication | | |
| 99 | Videotapes or Films of Television Commercials Produced with State Facilities | | | Agency: 3 | Records Center: | Archives Center: P |
| | | | | Transfer to Archives | | |
| 100 | Tape Recordings of Radio Commercials Produced with State Facilities or Funds | | | Agency: 3 | Records Center: | Archives Center: P |
| | | | | Transfer to Archives | | |
| 101 | Clipping Files of Print Advertisements Produced with State Facilities or Fun | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy when no longer useful | | |
| 102 | Artwork for Publications and Advertisements Produced with State Facilities o | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy when obsolete | | |

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| | | | | Disposition Instruction | | |
| 103 | Supporting Materials for Publications | | | Agency: I | Records Center: | Archives Center: |
| | | | | Destroy one (1) year from date of publication | | |
| 106 | Press Kit - Photo and Identification (Includes Feature Stories) | | | Agency: P | Records Center: | Archives Center: P |
| | | | | Transfer one copy to Archives. Destroy excess copies when no longer useful | | |
| 107 | Motion Pictures - Produced with State Facilities or Funds | | | Agency: I | Records Center: | Archives Center: P |
| | | | | Forward one copy to State Archives for security and destroy excess copies when no longer useful | | |
| 108 | Feature Story News Releases | | | Agency: I | Records Center: | Archives Center: P |
| | | | | Transfer one copy to Archives when outdated. Destroy excess copies | | |
| 109 | Tourism Photographic Negatives and Transparency Files | | | Agency: 3 | Records Center: | Archives Center: P |
| | | | | Transfer to Archives | | |
| 110 | Tourism Photograph Files - (Including all identification available) | | | Agency: 3 | Records Center: | Archives Center: P |
| | | | | Transfer to Archives | | |
| 112 | Supporting Materials for Publication | | | Agency: I | Records Center: | Archives Center: |
| | | | | Destroy one (1) year from date of publication | | |

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| | | | | Disposition Instruction | | |
| 113 | Tourism News Releases | | | Agency: 3 | Records Center: | Archives Center: |
| | | | | Destroy | | |
| 116 | Supporting Material for Publications | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy one (1) year after date of publication | | |
| 134 | Position Control Report | | | Agency: 1 | Records Center: | Archives Center: |
| | | | | Destroy when obsolete | | |